

Meeting Title:	Board of Trustees Meeting	Chairperson:	James Moreau
Date/Time:	September 18, 2024	Location:	Norton County Hospital

**Norton County Hospital
Board of Trustees Meeting Minutes**

Attended	Position
James Moreau	Board President
Jimmy Todd	Board Vice President
Jerry Hawks	Board Member
Randa Vollertsen	Board Treasurer
Lee Juenemann	Board Member
Robert Wyatt	Board Member
Andrew Black	Board Member
Garrett Beydler	Norton County Commissioner
Kevin Faughnder	NCH Chief Executive Officer
ReChelle Horinek	NCH Chief Financial Officer
Shannan Hempler	NCH Director of Human Resources
Klare Bliss	NCH Chief Information Officer
Sarah Mohr	NCH DON
Amanda Kuxhausen	NCH Quality Control and Risk Management
Tabetha Harris	NCH HR Assistant/Public Relations/ Marketing
John McClymot	Attorney
Frankie Forbes	Attorney (via Zoom)

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	Agenda Item	Action and/or Time
1.	August 21st, 2024 Board Meeting Minutes	Motion by Jimmy Todd to approve the minutes of the August 21st, 2024 meeting. Second by Jerry Hawks . Motion carries unanimously.
2.	Consent Agenda Items: a) Personnel Information b) Accounts Payable – Bills	Motion by Randa Vollertsen to approve the Consent Agenda Items as presented. Second by Andrew Black . Motion carries unanimously.
3.	Executive Session: Non-Elected Personnel	James Moreau moved to enter into executive session: K.S.A. 75-4319(b)(2) for privileged attorney-client consultation with the Board's attorney; with the Board, John McClymot, Frankie Forbes, CEO, and county commissioner in attendance not to exceed 30 minutes. Seconded by Jimmy Todd . Motion passed. The executive session begins at 6:34 p.m. Exit at 7:04 p.m.
4.	Board Action from Executive Session	n/a
5.	Executive Session: Non-Elected Personnel	James Moreau moved to enter into executive session: K.S.A. 75-4319(b)(1) for the

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		discussion of personnel matters of nonelected personnel; with the Board, CEO, CFO, DON, Risk Management, and county commissioner in attendance not to exceed 10 minutes. Seconded by Jerry Hawks. Motion passed. The executive session begins at 7:08 p.m. Exit at 7:10 p.m.
6.	Board Action from Executive Session	n/a
7.	Medical Staff Credentialing Applications One locum for the ER later this month, and HPMH providers	Motion by James Moreau to approve the Medical Staff Credentialing Applications as presented. Second by Robert Wyatt. Motion carries unanimously.
8.	CNO Report Sarah Mohr, the Chief Nursing Officer (CNO), presented comprehensive updates for the reporting period of August 1st to August 31st: Operations Update Avel E-Emergency Activations:15 (including 3 intubation encounters) Daily Census: 1.6 patients, up from 1.2 on July 24 Inpatient Admissions: 7 patients, up from 6 on July 24 Inpatient Days: 37, an increase from 20 on July 24 Emergency Room Visits: 170, up from 166 on July 24 Outpatient Visits: 175, up from 174 on July 24 People <ul style="list-style-type: none"> • A new traveling lab technician has started. • A new acute care manager has been hired. • We are actively searching for a lab director. 	

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	<ul style="list-style-type: none"> • Attended the KHA Leadership Institute graduation and the KHA annual conference. • Colby Community College nursing students have returned! A huge thank you to Sierra Wahlmeier and Chaylee Frack for stepping up as clinical instructors. • Barton County Community College paramedic students started their clinicals last week. <p>Education</p> <ul style="list-style-type: none"> • Ongoing training focuses on documentation requirements, including safety interventions, post-fall assessments, and neurological exams. • Nursing staff are held accountable for meeting patient care and documentation standards. • We will be accepting interested staff to become trainers for certifications such as BLS, ACLS, PALS, and TNCC. <p>Customer Service</p> <ul style="list-style-type: none"> • Emphasizing the importance of communicating with family members during emotionally charged situations. • Striving to be a calming presence in the hospital environment. 	
9.	<p>Women’s Health Initiative Website Tabby Harris, Norton County Hospital and Clinics Marketing presented the following updates about website updates:</p> <p>On September 25th, we’re launching a new section of our website dedicated to women’s health services. This area will highlight our offerings, suggest wellness exams, provide schedules, and include essential questions for patients to discuss with their providers.</p>	
10.	<p>Risk Management/ Quality Assurance Amanda Kuxhausen, the Risk Management and Quality Assurance Coordinator, presented the following updates:</p> <p>Risk Management: No updates at this time. Patient Surveys: As of September 11, 2024, we’ve collected a total of 9 surveys from 3 departments. Policy Review: The recent policy review took place on August 27th and 28th. We received valuable feedback on how to better align with Medicare Conditions of Participation. In the coming months, the Governing Board may see more policies and</p>	

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	<p>procedures submitted for approval. Please note that not all documents require Board approval. For those that do, they will be presented similarly to the Risk Management and QAPI Plans, allowing for review prior to the meeting. NCH plans to update all facility policies within the next year.</p> <p>CareLearning: CareLearning helps NCH stay compliant with CMS requirements. Starting June 2024, employees were assigned 3-5 courses monthly, rather than accumulating a large number of courses mid-year. Reminder emails are sent at the beginning and end of each month. Currently, NCH is 86% compliant, with PRN employees making up most of the incomplete courses. Department leaders will receive their compliance spreadsheets in early October and will discuss their plans for employees with incomplete courses.</p>	
11.	<p>CIO Report Klare Bliss, the Chief Information Officer (CIO), provided the following comprehensive updates for the last month:</p> <p>Funding Approval: We are pleased to announce that USAC has approved \$5,000 in funding for IT services related to Cerner EES.</p> <p>OCI Migration: The OCI migration has been postponed to September 2025 as Cerner addresses remaining issues. We will receive 90 days' notice prior to the migration, providing departments ample time to prepare their downtime processes.</p> <p>Revenue Cycle Optimization: We are still awaiting a quote from Cerner—Oracle Health regarding Revenue Cycle Optimization. Cerner will soon roll out a new Patient Accounting system, RevElate. An Experian project is on the horizon; we are currently waiting for the schedule.</p> <p>Cerner Change Governance: We are setting up meetings with departments that request changes or improved functionality in Cerner. The discussions will lead to the creation of Service Requests (SRs). Current Change Governance Projects include:</p> <ul style="list-style-type: none"> • Lab ABN Process • Lab Scheduling • RT/Nursing EKG • Outpatient Charges to Auto Populate • Outpatient Orders & Tasks <p>Cybersecurity: A meeting with Turner Tech is in progress to introduce additional tools that will enhance our capabilities. We</p>	

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	are also working on an Incident Response (IR) Plan and updating relevant policies. We have received quotes from Arctic Wolf and Critical Insights for Managed Risk Detection, IR, and Cybersecurity Education. An Incident Response Plan is being developed, and numerous policies are being updated to support these changes.	
12.	<p>NI2 Update ReChelle Horinek, the Chief Financial Officer (CFO), provided the following comprehensive updates for NI2 from the last month:</p> <p>Cash trends are trending upward! This marks the 9th consecutive month of collecting over \$1 million each month. Additionally, accounts receivable (AR) remained stable throughout the month. While it didn't increase, this stability is a positive sign, indicating a consistent financial position.</p>	
13.	<p>CFO Report of Statistical/Financial Information ReChelle Horinek, the Chief Financial Officer (CFO), presented comprehensive financial and statistical updates for August 2024:</p> <p>Income Statement: August was a strong month financially compared to July, with gross patient revenue reaching \$2,865,593. While inpatient services remain low, both outpatient and clinic revenues significantly exceeded budget expectations. Contractual adjustments align with the percentage of gross revenue, averaging an estimated 48%.</p> <p>Operating expenses for August totaled \$1,454,222, showing a decrease in contracted services as we become more fully staffed in certified positions. Adjustments were made to prepaid expenses and insurance to align with actual year-to-date figures. Other operating revenue includes payments for 340B, service sales, and dietary revenue.</p> <p>Net Gain from Operations for the month stands at \$256,670. Other non-operating revenue for August, including tax distribution accruals, contributions, interest, and donations, brought the Net Gain for the month to \$280,354. Year-to-date, we have a net gain of \$331,343, a remarkable improvement from a loss of (\$194,971) in 2024, showing a nearly half-million-dollar turnaround.</p>	

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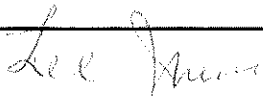
	<p>Balance Sheet:As of month-end, the cash balance (including investments) totals \$670,223, with 13.82 days of cash on hand as of August 31, 2024.</p> <p>Statistics: August 2024 statistics reflect a decrease in inpatient days year-over-year, while outpatient figures continue to show growth from 2023. Clinic visits are back on budget with the addition of a new provider.</p> <p>Other Information</p> <ul style="list-style-type: none"> • 2024 Financial Audit: FORVIS is scheduled to be on site from September 30th to October 4th for the 2024 fiscal year-end audit. Following the audit, we will begin preparations for the 2024 Medicare Cost Report. • Experian Implementation: We have initiated the implementation of Experian, starting with the machine-readable file to comply with pricing transparency regulations. This should be operational by the end of September. Next, we will implement the insurance verification system, with a scheduled timeline of six months. • Medicare Advantage: We are in the early stages of planning community education sessions about Medicare Advantage and the impact on out-of-pocket expenses. Open enrollment runs from October 15th to November 30th. We'll be meeting next week with Moffett Drug to start organizing these sessions—more updates to come! 	
14.	<p>Financial Affairs of Non-Elected Personnel Financial Assistance YTD: \$ 57,831.00 Bankruptcy YTD: --</p>	<p>Motion by Andrew Black to send an amount not to exceed \$40,112.49 for attempted collections, and to approve financials. Second by James Moreau Motion carries unanimously.</p>
15.	<p>Medical Clinic Update Klare Bliss, the Chief Information Officer (CIO), shared the following Medical Clinic updates:</p> <p>Vitalize is moving along and we are working through workflows.</p>	

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	<p>Have been very busy and doing our best to keep up with walk-ins. Saturday walk-in clinics have been at 5 patients or above all month.</p>	
16.	<p>CEO Report Kevin Faughnder, the Chief Executive Officer, provided a comprehensive report on various initiatives and updates:</p> <p>Physician Recruiting: We have a new applicant, Dr. Michael Schettino, MD, and the providers are interested in scheduling a Zoom interview.</p> <p>Laboratory: Our lab successfully passed a surprise COLA inspection on August 27, addressing deficiencies from last year—a significant achievement for the team.</p> <p>Norton County Health Department: We’re partnering with the Health Department for blood screenings on September 25 from 7:00 AM to 12:00 PM.</p> <p>Communications Campaign: Tabby is enhancing our advertising calendar and coordinating with providers on upcoming promotions. Allison and I will be on the radio on September 25 to discuss mammography screenings.</p> <p>Facility Upgrades: We received a quote for an elevator circuit board upgrade, estimated at \$100K.</p> <p>Women’s Health Initiative: Tabby is finalizing the web page for the BOT meeting, and I collaborated with Caryl on new grant applications.</p> <p>Healthy Living Grant: We were awarded \$2,500 from KHA for facility improvements promoting healthy living, and our Employee Committee is exploring options for its use.</p> <p>High Plains Mental Health: We began seeing mental health patients on September 6, with positive feedback from the community.</p> <p>Nurse Chairs: We ordered new ergonomic chairs for the Nursing Department, which arrived this month and have been well-received.</p> <p>KHA Annual Conference: Sarah and I attended the conference, where she graduated from the leadership program. We are grateful for our challenges compared to other facilities.</p> <p>Medicare Advantage Town Halls: Tentative dates for community town halls are set for October 24 and 29 to educate residents on Medicare Advantage options.</p>	

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	House Purchase: We decided against purchasing the house south of the hospital, prioritizing resource management and community trust, especially with an upcoming tax increase.	
17.	Commissioner Report	
18.	<p>Board Member Reports</p> <p>Pat on the back to the facility. A board member's family member received care here and was transferred to another hospital and wanted to be transferred back here because of the care she received here.</p> <p>We have received a lot of compliments recently and it has been really rewarding to see how happy the community is with the services we have been working hard to bolster.</p> <p>Board members have heard wonderful things about both Caitlyn and Bailey. Thank you both for all that you do</p>	
19.	Other Business n/a	
20.	Adjourn	Meeting adjourned at 8:25 p.m.



Lee Jueneman, Secretary